

## Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name <b>Negaunee Housing Commission</b>	County <b>Marquette</b>
Audit Date <b>12/31/04</b>	Opinion Date <b>4/29/05</b>	Date Accountant Report Submitted to State: <b>5/26/05</b>	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.


We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- |   |   |
|---|---|
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year). |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).  |

**We have enclosed the following:**

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	✓		
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name) <b>Anderson, Tackman &amp; Company, PLC</b>			
Street Address <b>Po Box 828</b>		City <b>Iron Mountain</b>	State <b>MI</b>
		ZIP <b>49801</b>	
Accountant Signature 			Date <b>5-26-05</b>

**NEGAUNEE HOUSING COMMISSION**

**REPORT ON FINANCIAL STATEMENTS**

(with supplemental information)

For the Year Ended December 31, 2004

## NEGAUNEE HOUSING COMMISSION

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**ANDERSON, TACKMAN & COMPANY, P.L.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

*A Regional Firm with Offices in Michigan and Wisconsin*

Principals - Iron Mountain:  
L. Robert Schaut, CPA  
David J. Johnson, CPA  
Shane M. Ellison, CPA

Member of:  
Private Companies Practice Section  
American Institute of Certified  
Public Accountants

**INDEPENDENT AUDITORS' REPORT**

Board of Commissioners  
Negaunee Housing Commission  
Negaunee, Michigan

We have audited the accompanying basic financial statements of the business-type activities of the Negaunee Housing Commission as of and for the year ended December 31, 2004 as listed in the table of contents. These basic financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Negaunee Housing Commission as of December 31, 2004, and the respective changes in financial position and cash flows, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with "Government Auditing Standards", we have also issued our report dated April 29, 2005 on our consideration of the Negaunee Housing Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with "Government Auditing Standards" and should be read in conjunction with this report in considering the results of our audit.

As described in Note A to the financial statements, the Commission adopted the provisions of Governmental Accounting Standards Board Statement No. 34, *Financial Statements-and Management's Discussion and Analysis-For State and Local Governments* and Governmental Accounting Standards Board Statement No. 37, an amendment of Statement No. 34. This results in a change in the format and content of the financial statements.

The Management's Discussion and Analysis on pages 5 through 8 is not a required part of the financial statements but is required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary information listed in the table of contents is presented for the purpose of additional analysis and is not a required part of the financial statements of the Negaunee Housing Commission. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.



ANDERSON, TACKMAN & COMPANY, PLC  
Certified Public Accountants  
Iron Mountain, Michigan

April 29, 2005

## MANAGEMENT DISCUSSION AND ANALYSIS (UNAUDITED)

Our discussion and analysis of the Negaunee Housing Commission's financial performance provides an overview of the financial activities for the year ended December 31, 2004. Please read it in conjunction with the Commission's financial statements, which begin on page 9.

### FINANCIAL HIGHLIGHTS

- The Commission's net assets were reported for the first time under GASB 34. As such, no comparisons with prior years will be made. In future years, comparative information will be presented in various schedules throughout the MD&A. Net assets for the entire Commission were reported at \$1,903,097.
- During the year, the Commission's operating revenues totaled \$396,736, or 98.2% of total revenues, while operating expenses totaled \$448,582 or 100% of total expenses.

### USING THIS REPORT

This annual report consists of a series of financial statements. The Statement of Net Assets, Statement of Activities and the Statement of Revenues, Expenses and Change in Net Assets (on pages 9 to 11) provide information about the activities of the Commission as a whole and present a longer-term view of the Commission's finances.

### REPORTING THE COMMISSION AS A WHOLE

Our analysis of the Commission as a whole begins on page 9. One of the most important questions asked about the Commission's finances is "Is the Commission, as a whole, better off or worse off as a result of the year's activities?" The Statement of Net Assets, Statement of Activities and the Statement of Revenues, Expenses, and Change in Net Assets report information about the Commission as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. These two statements report the Commission's *net assets* and changes in them. You can think of the Commission's net assets – the difference between assets and liabilities – as one way to measure the Commission's financial health, or *financial position*. Over time, *increases or decreases* in the Commission's net assets are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the population of low income and elderly individuals.

In the Statement of Net Assets, Statement of Activities and the Statement of Revenues, Expenses, and Change in Net Assets, the Commission's activities are reported as business-type activities:

- Business-type activities – The Commission charges rent to tenants to help it cover all or most of the costs of services it provides.

## REPORTING THE COMMISSION'S MOST SIGNIFICANT FUNDS

Our analysis of the Commission's major activities begins on page 9. The financial statements provide detailed information on all of the Commission's activities. The Commission uses proprietary funds to account for its activities. The method of accounting for proprietary funds is explained below.

- *Proprietary funds* – The Commission charges tenants rent for the housing services it provides and these services are reported in a proprietary fund. Proprietary funds are reported in the same way for its activities and are reported in the Statement of Net Assets and the Statement of Revenues, Expenses, and Change in Net Assets.

## THE COMMISSION AS A WHOLE

The Commission's combined net assets at December 31, 2004 decreased \$(44,883) from December 31, 2003.

**Table 1**

### NET ASSETS

Assets	
Current and other assets	\$ 503,409
Capital assets (net)	<u>1,458,763</u>
Total assets	<u>1,962,172</u>
Liabilities	
Current and other liabilities	<u>59,075</u>
Total liabilities	<u>59,075</u>
Net Assets	
Invested in capital assets, net of related debt	1,458,763
Unrestricted	<u>444,334</u>
Net Assets	<u>\$1,903,097</u>

Net assets of the Commission stood at \$1,903,097. Unrestricted net business assets were \$444,334. In general, the Commission's unrestricted net assets are used to fund operations of the Commission.

**Table 2****CHANGE IN NET ASSETS****Revenues:**

## Program revenues:

Charges for services	\$ 236,344
Program grants & subsidies	156,015

## General revenues:

Unrestricted investment earnings	7,050
Other income	<u>4,377</u>

Total revenues	<u>403,786</u>
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**Program Expenses:**

Operating expenses	448,582
Loss on sales of fixed assets	<u>87</u>

	<u>448,669</u>
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Change in net assets	(44,883)
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Net assets – beginning of period	
----------------------------------	--

	<u>1,947,980</u>
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Net assets – end of period	
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	<u>\$1,903,097</u>
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**BUSINESS-TYPE ACTIVITIES**

Revenues for the Commission totaled \$403,786. The Commission's average unit months leased on a monthly basis had decreased during the current year. In addition, HUD operating funds and capital funding grants had increased during the current year. The Commission depends on HUD operating and capital grants to assist in covering its operating expenses.



## **CAPITAL ASSET AND DEBT ADMINISTRATION**

### **Capital Assets**

At the end of fiscal 2004, the Commission had \$3,684,536 invested in a variety of capital assets including land, equipment and buildings as follows:

**Table 3**

#### **CAPITAL ASSETS AT DECEMBER 31, 2004 Business – Type Activity**

Land and improvements	\$ 204,214
Buildings and improvements	3,305,960
Equipment	<u>174,362</u>
Total cost	3,684,536
Less accumulated depreciation	<u>(2,225,773)</u>
NET CAPITAL ASSETS	<u>\$1,458,763</u>

The Commission invested \$93,556 in capital assets during the year ended December 31, 2004.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Commission's appointed officials considered many factors when setting the budget for the fiscal year 2004/2005. The current availability of low income and elderly tenants has been a major contributing factor in establishing the budgeted amounts. In the upcoming year, we do not anticipate any significant change in the occupancy rate and availability of new tenants that will provide any substantial increase in revenues. There continues to be a variety of inflationary cost and expense issues out of the control of the Commission. All of these were taken into consideration during the 2004/2005 budget process.

## **CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT**

This financial report is designed to provide the readers with a general overview of the Commission's finances and to show the Commission's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Commission's Executive Director, Marcia Waters, at 98 Croix Street, Negaunee, Michigan 49866, or call 906-475-9107.

**NEGAUNEE HOUSING COMMISSION**

**STATEMENT OF NET ASSETS  
Proprietary Fund**

December 31, 2004

**CURRENT ASSETS:**

Cash and equivalents	\$ 321,529
Accounts receivable	3,471
Investments	156,391
Inventories	12,004
Prepaid expenses	<u>10,014</u>

<b>TOTAL CURRENT ASSETS</b>	<b><u>503,409</u></b>
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**NONCURRENT ASSETS:**

Capital assets	3,684,536
Less accumulated depreciation	<u>(2,225,773)</u>

<b>NET CAPITAL ASSETS</b>	<b><u>1,458,763</u></b>
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<b>TOTAL ASSETS</b>	<b><u>\$ 1,962,172</u></b>
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**CURRENT LIABILITIES:**

Accounts payable	\$ 375
Accrued liabilities	<u>48,994</u>

<b>TOTAL CURRENT LIABILITIES</b>	<b>49,369</b>
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<b>OTHER LIABILITIES</b>	<b><u>9,706</u></b>
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<b>TOTAL LIABILITIES</b>	<b><u>59,075</u></b>
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**NET ASSETS:**

Investment in capital assets, net of related debt	1,458,763
Unrestricted net assets	<u>444,334</u>

<b>NET ASSETS</b>	<b><u>\$ 1,903,097</u></b>
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**ANDERSON, TACKMAN  
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The accompanying notes to financial statements are an integral part of this statement.

**NEGAUNEE HOUSING COMMISSION**

**STATEMENT OF ACTIVITIES**

For the Year Ended December 31, 2004

<u>FUNCTIONS/PROGRAMS</u>	<u>Program Revenue</u>			<u>Net (Expense) Revenue and Changes in Net Assets</u>
	<u>Expenses</u>	<u>Fees, Fines and Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>
<b>BUSINESS-TYPE ACTIVITIES:</b>				
Public Housing	\$ 448,669	\$ 236,344	\$ 156,015	\$ -
				\$ (56,310)
General revenues:				
Unrestricted investment earnings				7,050
Other				4,377
Total general revenues				11,427
Changes in net assets				(44,883)
NET ASSETS, beginning of year				1,947,980
NET ASSETS, end of year				\$ 1,903,097

The accompanying notes to the financial statements are an integral part of this statement.

**NEGAUNEE HOUSING COMMISSION**

**STATEMENT OF REVENUES, EXPENSES, AND CHANGE  
IN NET ASSETS  
Proprietary Fund**

For the Year Ended December 31, 2004

**OPERATING REVENUES:**

Tenant revenue	\$ 236,344
Program grants-subsidies	156,015
Other income	<u>4,377</u>

<b>TOTAL OPERATING REVENUES</b>	<b><u>396,736</u></b>
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**OPERATING EXPENSES:**

Administration	82,940
Tenant services	78
Utilities	61,679
Maintenance	99,001
General	30,613
Depreciation	<u>174,271</u>

<b>TOTAL OPERATING EXPENSES</b>	<b><u>448,582</u></b>
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<b>OPERATING (LOSS)</b>	<b><u>(51,846)</u></b>
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**OTHER INCOME (EXPENSES):**

Interest income	7,050
Loss on sale of fixed assets	<u>(87)</u>

<b>TOTAL OTHER INCOME (EXPENSES)</b>	<b><u>6,963</u></b>
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<b>CHANGE IN NET ASSETS</b>	<b>(44,883)</b>
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<b>NET ASSETS, BEGINNING OF YEAR</b>	<b><u>1,947,980</u></b>
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<b>NET ASSETS, END OF YEAR</b>	<b><u>\$ 1,903,097</u></b>
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**ANDERSON, TACKMAN  
& COMPANY, P.L.C.**  
CERTIFIED PUBLIC ACCOUNTANTS



The accompanying notes to financial statements are an integral part of this statement.

# NEGAUNEE HOUSING COMMISSION

## **STATEMENT OF CASH FLOWS**

### **Proprietary Fund**

For the Year Ended December 31, 2004

#### **OPERATING ACTIVITIES:**

Cash received from customers	\$ 235,829
Cash received from grants and subsidies	168,558
Cash payments to suppliers for goods and services	(117,684)
Cash payments for wages and related benefits	(153,104)
Cash payments for payment in lieu of taxes	(16,290)
Other receipts	<u>4,377</u>

NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>121,686</u>
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#### **CAPITAL AND RELATED FINANCING ACTIVITIES:**

Acquisition of capital assets	(93,556)
Proceeds from sale of fixed assets	<u>193</u>

NET CASH (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(93,363)</u>
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#### **INVESTING ACTIVITIES:**

Purchase of investments	(4,107)
Investment income	<u>6,879</u>

NET CASH PROVIDED FROM INVESTING ACTIVITIES	<u>2,772</u>
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NET INCREASE IN CASH AND EQUIVALENTS	31,095
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CASH AND EQUIVALENTS, BEGINNING OF YEAR	<u>290,434</u>
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CASH AND EQUIVALENTS, END OF YEAR	<u>\$ 321,529</u>
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#### **RECONCILIATION OF OPERATING INCOME TO NET**

##### **CASH PROVIDED BY OPERATING ACTIVITIES:**

Operating income (loss)	\$ (51,846)
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	174,271
Changes in assets and liabilities:	
Decrease (Increase) in receivables	12,028
Decrease (Increase) in inventories	1,554
Decrease (Increase) in prepaid expenses	(103)
Increase (Decrease) in accounts payable	(10,931)
Increase (Decrease) in accrued liabilities	<u>(3,287)</u>

NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>\$ 121,686</u>
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The accompanying notes to financial statements are an integral part of this statement.



## NEGAUNEE HOUSING COMMISSION

### **NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

#### **NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **THE REPORTING ENTITY**

The Negaunee Housing Commission (Commission) was formed under the criteria established for low income housing programs by the United States Department of Housing and Urban Development. The Commission operates under a Board of Commissioners appointed by the Village Council.

The Commission, for financial reporting purposes, includes all of the activities relevant to its operations.

##### **Component Unit**

In evaluating how to define the Commission, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP, currently GASB Statement #14, "*The Financial Reporting Entity*".

The criteria established by the governmental Accounting Standards Board for determining the various governmental organizations to be include in the reporting entity's financial statements include budget adoption, taxing authority, funding, appointment of the respective governing board, and scope of public service.

Based on the foregoing criteria, it was determined that there are no component units of the Negaunee Housing Commission, but the Commission is a component unit of the City of Negaunee.

The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America. The following is a summary of such significant policies.

##### **BASIS OF PRESENTATION**

During the year the Commission adopted Governmental Accounting Standards Board (GASB) Statement No. 34, which substantially revised the financial statement presentation as described below.

##### **Government-Wide Financial Statements:**

The Statement of Net Assets, Statement of Activities and Statement of Revenues, Expenses and Change in Net Assets display information about the Commission as a whole. They include all business-type activities of the Commission. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

## **NEGAUNEE HOUSING COMMISSION**

### **NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

(Continued)

#### **NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

##### **BASIS OF PRESENTATION (Continued)**

###### **Proprietary Fund**

Proprietary Funds are used to account for operations (a) which are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

##### **MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

###### **Measurement Focus:**

The government-wide Statement of Net Assets, Statement of Activities and the Statement of Revenues, Expenses and Change in Net Assets are presented using the economic resource measurement focus as defined below.

- a. The Commission utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets, financial position and cash flows. All assets and liabilities, whether current or noncurrent, associated with their activities are reported.

###### **Basis of Accounting:**

The Statement of Net Assets, Statement of Activities and Statement of Revenues, Expenses and Change in Net Assets are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

As allowed by GASB Statement No. 20, the Commission's business-type activity follows all GASB pronouncements and FASB Statements and Interpretations that were issued on or after November 30, 1989, except those that conflict with a GASB pronouncement.

## NEGAUNEE HOUSING COMMISSION

### **NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

(Continued)

#### **NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

##### **ASSETS, LIABILITIES AND NET ASSETS**

- a. Cash and Equivalents – The Commission's cash and cash equivalents as reported in the Statement of Cash Flows and the Statement of Net Assets are considered to be cash on hand, demand deposits and short-term investments with maturities of three months or less.
- b. Receivables – All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.
- c. Inventory – Inventory is recorded at the lower of cost or market and primarily consisted of maintenance supplies and materials.
- d. Due to and Due From Other Programs – Interprogram receivables and payables arise from interprogram transactions and are recorded by all funds affected in the period in which transactions are executed.
- e. Capital Assets – Capital assets purchased or acquired are capitalized at historical cost or estimated historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Depreciation on all assets is provided on the straight-line basis over the estimated useful lives as follows:

Buildings and improvements	10-40 years
Furniture and other equipment	5-10 years

The Commission has adopted a capitalization policy for capital assets of \$200 per item.

- f. Compensated Absences - It is the Commission's policy to permit employees to accumulate a limited amount of earned but unused sick leave and vacation days, which will be paid to employees upon separation from the Commission. The cost of vested sick leave and vacation days are recognized as an expense as earned by the employees.

- g. Equity Classification

Government-Wide Statements:

Equity is classified as net assets and displayed in two components:

- 1. Invested in capital assets – Consists of capital assets, net of accumulated depreciation





## NEGAUNEE HOUSING COMMISSION

### **NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

(Continued)

#### **NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

##### **ASSETS, LIABILITIES AND NET ASSETS (Continued)**

2. Unrestricted net assets – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

##### **REVENUES AND EXPENSES**

Operating revenues and expenses are those that result from providing services and producing and delivering goods and/or services. It also includes all revenue and expenses not related to capital and related financing, noncapital financing or investing activities. Expenses are classified by operating and nonoperating and are subclassified by function such as salaries, supplies and contracted services.

##### **OTHER SIGNIFICANT ACCOUNTING POLICIES**

###### Interprogram Activity:

As a general rule, the effect of activity between programs has been eliminated from the government-wide statements.

The transfers of cash between the various Authority programs are reported separately from revenues and expenses as operating transfers in or (out), unless they represent temporary advances that are to be repaid, in which case, they are carried as assets and liabilities of the advancing or borrowing program.

Interprogram receivables and payables are eliminated from the Statement of Net Assets.

###### Budgets and Budgetary Accounting:

Budgets are adopted on a basis prescribed or permitted by the Department of Housing and Urban Development. All annual appropriations lapse at fiscal year end. The Commission follows these procedures in establishing the budgetary date reflected in the financial statements:

1. The Director submits to the Board a proposed operating budget for the fiscal year commencing on January 1<sup>st</sup>. The operating budget includes proposed expenses and the means of financing them. Prior to December 31st, the budget is legally adopted by Board resolution.
2. Formal budgetary integration is employed as a management control device during the year.
3. The budget has been amended. Supplemental appropriations were made during the year with the last one approved prior to December 31st.

# NEGAUNEE HOUSING COMMISSION

## **NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

(Continued)

### **NOTE B - CASH AND INVESTMENTS**

The Commission maintains segregated cash and investment accounts which are specific to the activity to which they are available.

#### **CASH AND EQUIVALENTS**

Cash and equivalents consisted of:

Cash in checking	\$321,523
Savings account	<u>6</u>
 TOTAL	 <u>\$321,529</u>

The Commission's cash and equivalents were fully insured at December 31, 2004.

Cash and equivalents are categorized as follows:

Category 1 – Insured or registered, with securities held by the Commission or its agent in the Commission's name.

Category 2 – Uninsured and unregistered, with securities held by the counterparty's trust department.

Category 3 – Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the Commission's name.

	<u>Category</u>			<u>Bank</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>Balance</u>
Checking account	\$321,523	\$ -	\$ -	\$345,266
Savings account	<u>6</u>	<u>-</u>	<u>-</u>	<u>6</u>
 TOTAL	 <u>\$321,529</u>	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$345,272</u>



**NEGAUNEE HOUSING COMMISSION**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

(Continued)

**NOTE B - CASH AND INVESTMENTS(Continued)**

**STATUTORY AUTHORITY**

Michigan law (Act 196 PA 1997) authorizes the Commission to deposit and invest in one or more of the following:

- a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution that is eligible to be a depository of funds belonging to the State under a law or rule of this State or the United States.
- c. Commercial paper rated at time of purchase within the two highest classifications established by not less than two standard rating services and matures not more than 270 days after the date of purchase.
- d. Repurchase agreements consisting of instruments listed in a.
- e. Bankers' acceptance of United States Banks.
- f. Obligations of this State or any of its political subdivisions at the time of purchase are rated as investment grade by not less than one standard rating service.
- g. Mutual funds registered under the investment company act of 1940, Title I of Chapter 686, 54 Stat. 789, 15 U.S.C. 80a-4 to 80a-64, with the authority to purchase investment vehicles that are legal for direct investment by a public corporation.
- h. Obligation described in a. through g. if purchased through an interlocal agreement under the urban cooperation's act of 1967, 1967 (Ex Sess) PA 7, MCL 124.512.
- i. Investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118.
- j. The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

Michigan law (Section 3, Act 40, PA 1932, as amended) prohibits security in the form of collateral, surety bond, or another form for the deposit of public money.



# NEGAUNEE HOUSING COMMISSION

## **NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

(Continued)

### **NOTE B - CASH AND INVESTMENTS (Continued)**

#### INVESTMENTS

Investments are stated at market value.

Investments consisted of a certificates of deposit and were in accordance with State of Michigan Statutes. Those statutes do not mandate that accounts be partially or fully insured or collateralized. Investments are categorized as follows:

Category 1 - Insured or registered, with securities held by the Commission or its agent in the Commission's name.

Category 2 - Uninsured and unregistered, with securities held by the counterparty's trust department

Category 3 - Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the Commission's name

	<u>Category</u>			<u>Total</u>
	<u>1</u>	<u>2</u>	<u>3</u>	
Certificates of deposit	<u>\$156,391</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$156,391</u>

The certificates of deposit were fully insured at December 31, 2004.

### **NOTE C - CAPITAL ASSETS**

A summary of capital assets as of December 31, 2004 is as follows:

	<u>Balance</u>			<u>Balance</u>
	<u>1-1-04</u>	<u>Additions</u>	<u>Deletions</u>	<u>12-31-04</u>
Land and improvements	\$ 198,964	\$ 5,250	\$ -	\$ 204,214
Building & improvements	3,218,379	87,581	-	3,305,960
Equipment	171,693	3,897	(1,228)	174,362
Construction in progress	<u>3,172</u>	<u>92,106</u>	<u>(95,278)</u>	<u>-</u>
	3,592,208	\$ <u>188,834</u>	\$ <u>(96,506)</u>	3,684,536
Accumulated depreciation	<u>(2,052,450)</u>	<u>\$ (174,271)</u>	<u>\$ 948</u>	<u>(2,225,773)</u>
Net capital assets	<u>\$ 1,539,758</u>			<u>\$ 1,458,763</u>

Depreciation expense for the year was \$174,271.

## **NEGAUNEE HOUSING COMMISSION**

### **NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

(Continued)

#### **NOTE D - RISK MANAGEMENT**

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission maintains commercial insurance covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

#### **NOTE E - USE OF ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **NOTE F - VULNERABILITY DUE TO CERTAIN CONCENTRATIONS**

The Commission is dependent upon the Department of Housing and Urban Development (HUD) to fund its operations through operating subsidies and capital funding grants. Total operating revenues for the year ended December 31, 2004 totaled \$396,736 of which \$156,015 or 39.3% was from HUD subsidies and grants.

The operations of the project are subject to rules and regulations of HUD. These rules and regulations are subject to change. Such changes may occur with short notice and could create a lack of funding to pay for operational related costs, including the additional administrative burden to comply with the changes.

#### **NOTE G - DEFINED BENEFIT PENSION PLAN**

The following information is based upon the latest available actuarial valuation (as of December 31, 2003).

##### **Plan Description**

The Commission is part of the City of Negaunee's plan. The City contributes to the Michigan Municipal Employees Retirement System ("System"), an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for all Michigan municipal employees. The System issues a publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to MERS at 1134 Municipal Way, Lansing, Michigan 48917-9755.

## NEGAUNEE HOUSING COMMISSION

### **NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

(Continued)

#### **NOTE G – DEFINED BENEFIT PENSION PLAN (Continued)**

The qualified employees of the Police Department of the City are included in a separate self-administered plan. All other full-time employees of the City are eligible to participate in the System. Benefits vest after ten years of service. City employees who retire at or after age 55 with twenty-five years of credited service are entitled to an annual retirement benefit, payable monthly for life. Qualified employees receive a monthly payment equal to 2.25 percent of final average compensation, with a maximum benefit of 80% of final average compensation.

The System also provides death and disability benefits. These benefit provisions and all other requirements are established by State statute and City ordinance.

#### Funding Policy

The City is required to contribute the amounts necessary to fund the System, using the actuarial basis specified by statute.

#### Annual Pension Cost

For the year ended December 31, 2004, the City's annual pension cost of \$220,848 for the plan was equal to the City's required and actual contribution. The annual required contribution was determined as part of an actuarial valuation at December 31, 2002, using the entry age normal cost method. Significant actuarial assumptions used include an 8.0% investment rate of return and projected salary increases of 4.5% per year. The actuarial value of assets is determined on the basis of a valuation method that assumes the fund earns the expected rate of return (8%), and includes an adjustment to reflect market value. Unfunded actuarial accrued liabilities are amortized by level percent of payroll contributions over a period ranging from 30 to 39 years.

#### **SCHEDULE OF EMPLOYER CONTRIBUTIONS**

<u>Fiscal Year</u> <u>Ending December 31</u>	<u>Valuation Date</u> <u>December 31</u>	<u>Annual Pension</u> <u>Cost (APC)</u>	<u>Percentage-APC</u> <u>Contributed</u>	<u>Net Pension</u> <u>Obligation</u>
2001	2000	187,345	100	-
2002	2001	188,064	100	-
2003	2002	220,848	100	-

**SUPPLEMENTAL  
INFORMATION**

# NEGAUNEE HOUSING COMMISSION

## FINANCIAL DATA SCHEDULE Proprietary Fund

December 31, 2004

Line Item #	Account Description	Low Rent Public Housing	Public Housing Capital Fund Program	TOTAL
<u>ASSETS</u>				
CURRENT ASSETS:				
Cash:				
111	Cash - unrestricted	\$ 321,529	\$ -	\$ 321,529
100	Total cash	321,529	-	321,529
Accounts and notes receivables:				
122	Accounts receivable- HUD Other Projects	-	1,981	1,981
126	Accounts receivable- tenants	1,140	-	1,140
126.1	Allowance for doubtful accounts - tenants	(492)	-	(492)
129	Accrued interest receivable	842	-	842
120	Total receivables, net of allowances for doubtful accounts	1,490	1,981	3,471
Other current assets:				
131	Investments	156,391	-	156,391
142	Prepaid expenses	10,014	-	10,014
143	Inventories	12,004	-	12,004
144	Interprogram due from	1,981	-	1,981
150	TOTAL CURRENT ASSETS	503,409	1,981	505,390
NONCURRENT ASSETS:				
Fixed assets:				
161	Land	18,720	-	18,720
162	Buildings	3,195,120	110,841	3,305,961
163	Furniture, equipment & machinery - dwellings	70,954	-	70,954
164	Furniture, equipment & machinery - administration	100,727	2,680	103,407
165	Leasehold improvements	159,351	26,143	185,494
166	Accumulated depreciation	(2,217,134)	(8,639)	(2,225,773)
160	Total fixed assets, net of accumulated depreciation	1,327,738	131,025	1,458,763
180	TOTAL NONCURRENT ASSETS	1,327,738	131,025	1,458,763
190	TOTAL ASSETS	\$ 1,831,147	\$ 133,006	\$ 1,964,153

See accompanying notes to financial statements



**NEGAUNEE HOUSING COMMISSION**

**FINANCIAL DATA SCHEDULE  
Proprietary Fund**

December 31, 2004

<u>Line Item #</u>	<u>Account Description</u>	<u>Low Rent Public Housing</u>	<u>Public Housing Capital Fund Program</u>	<u>TOTAL</u>
<b><u>LIABILITIES AND EQUITY</u></b>				
LIABILITIES:				
CURRENT LIABILITIES				
312	Accounts payable ≤ 90 days	\$ 375	\$ -	\$ 375
322	Accrued compensated absences - current portion	12,394	-	12,394
333	Accounts payable - other government	16,922	-	16,922
341	Tenant security deposits	19,678	-	19,678
347	Interprogram due from	-	1,981	1,981
310	TOTAL CURRENT LIABILITIES	49,369	1,981	51,350
354	Accrued compensated absences - non current	9,706	-	9,706
350	TOTAL NONCURRENT LIABILITIES	9,706	-	9,706
300	TOTAL LIABILITIES	59,075	1,981	61,056
<b><u>EQUITY</u></b>				
508.1	Investment in capital assets, net of related debt	1,327,738	131,025	1,458,763
512.1	Unrestricted net assets	444,334	-	444,334
513	TOTAL EQUITY	1,772,072	131,025	1,903,097
600	TOTAL LIABILITIES AND EQUITY	\$ 1,831,147	\$ 133,006	\$ 1,964,153

See accompanying notes to financial statements



# NEGAUNEE HOUSING COMMISSION

## **FINANCIAL DATA SCHEDULE**

### **Proprietary Fund**

For the Year Ended December 31, 2004

<u>Line Item #</u>	<u>Account Description</u>	<u>Low Rent Public Housing</u>	<u>Public Housing Capital Fund Program</u>	<u>TOTAL</u>
<u>REVENUES</u>				
703	Net tenant rental revenue	\$ 234,147	\$ -	\$ 234,147
704	Tenant revenue - other	2,197	-	2,197
705	Total tenant revenue	236,344	-	236,344
706	HUD PHA grants	43,787	20,122	63,909
706.1	Capital grants	-	92,106	92,106
711	Investment income - unrestricted	7,050	-	7,050
715	Other revenue	4,377	-	4,377
716	Gain / Loss on sale of fixed assets	(87)	-	(87)
700	TOTAL REVENUE	291,471	112,228	403,699
<u>EXPENSES</u>				
Administrative:				
911	Administrative salaries	42,163	8,453	50,616
912	Auditing fees	1,900	-	1,900
914	Compensated absences	6,186	-	6,186
915	Employee benefit contributions- administrative	9,259	647	9,906
916	Other operating- administrative	12,721	1,611	14,332
	Total Administrative	72,229	10,711	82,940
Tenant services:				
924	Tenant services - other	78	-	78
Utilities:				
931	Water	18,533	-	18,533
932	Electricity	20,080	-	20,080
933	Gas	23,066	-	23,066
	Total Utilities	61,679	-	61,679
Maintenance:				
941	Ordinary maintenance and operations - labor	52,786	597	53,383
942	Ordinary maintenance and operations - materials & other	7,943	-	7,943
943	Ordinary maintenance and operations - contract costs	9,205	3,598	12,803

See accompanying notes to financial statements



# NEGAUNEE HOUSING COMMISSION

## FINANCIAL DATA SCHEDULE Proprietary Fund

For the Year Ended December 31, 2004

Line Item #	Account Description	Low Rent Public Housing	Public Housing Capital Fund Program	TOTAL
945	Employee benefit contributions- ordinary maintenance	24,872	-	24,872
	Total Maintenance	94,806	4,195	99,001
	General expenses:			
961	Insurance premiums	13,005	194	13,199
963	Payments in lieu of taxes	16,922	-	16,922
964	Bad debts - tenant rents	492	-	492
	Total General Expenses	30,419	194	30,613
969	TOTAL OPERATING EXPENSES	259,211	15,100	274,311
970	EXCESS OPERATING REVENUE OVER OPERATING EXPENSES	32,260	97,128	129,388
974	Depreciation expense	168,162	6,109	174,271
900	TOTAL EXPENSES	427,373	21,209	448,582
	Other financing sources (uses)			
1001	Operating transfers in	5,022	-	5,022
1002	Operating transfers out	-	(5,022)	(5,022)
1010	Total other financing sources (uses)	5,022	(5,022)	-
1000	EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$ (130,880)	\$ 85,997	\$ (44,883)
MEMO account information				
1103	Beginning equity	\$ 1,821,396	\$ 126,650	\$ 1,948,046
1104	Prior Period Adjustments, Equity Transfers	\$ 81,556	\$ (81,622)	\$ (66)
1120	Unit months available	960	-	960
1121	Number of unit months leased	954	-	954

See accompanying notes to financial statements



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
"GOVERNMENT AUDITING STANDARDS"**

Board of Commissioners  
Negaunee Housing Commission  
Negaunee, Michigan

We have audited the financial statements of the business-type activities of the Negaunee Housing Commission, as of and for the year ended December 31, 2004, which collectively comprise the Negaunee Housing Commission's basic financial statements and have issued our report thereon dated April 29, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Negaunee Housing Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to management of the Negaunee Housing Commission, in a separate letter dated April 29, 2005.

Compliance

As part of obtaining reasonable assurance about whether the Negaunee Housing Commission's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under "Government Auditing Standards".

This report is intended solely for the information of the Board of Commissioners, management and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than those specified parties.

*Anderson, Tackman & Co., P.C.*

ANDERSON, TACKMAN & COMPANY, P.L.C.  
Certified Public Accountants  
Iron Mountain, Michigan

April 29, 2005





**ANDERSON, TACKMAN & COMPANY, P.L.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

*A Regional Firm with Offices in Michigan and Wisconsin*

Principals - Iron Mountain:  
L. Robert Schaut, CPA  
David J. Johnson, CPA  
Shane M. Ellison, CPA

Member of:  
Private Companies Practice Section  
American Institute of Certified  
Public Accountants

April 29, 2005

Board of Commissioners  
Negaunee Housing Commission  
Negaunee, Michigan

Dear Members of the Board:

In planning and performing our audit of the financial statements of the Negaunee Housing Commission for the year ended December 31, 2004, we considered the entities internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

During our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The following summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated April 29, 2005, on the financial statements of the Negaunee Housing Commission.

1. During the review of disbursements it was noted that individual charge slips from local business did not contain signatures of the individual making the purchase.


Recommendation

The Commission should have policies and procedures in place so as to require that all employees are to sign each charge slip each time they purchase items from any local business that the Commission has an account with. This will allow the Executive Director to cross reference each charge slip to the monthly bill and to verify the date it was purchased and by whom.

We thank you for the opportunity to be of service. Do not hesitate to contact us if you have any questions. I found your staff to be very cooperative and a pleasure to work with.

Very truly yours,

ANDERSON, TACKMAN & COMPANY, PLC

  
Shane M. Ellison, CPA  
Principal